

# Medical Record Clerk • Certificate

## Why Choose Medical Record Clerk?

Accurate, consistent and accessible recordkeeping has never been more important in the health care industry. Assembling medical charts, retrieving requested medical information, and filing records are important to the successful operation of the hospital or medical clinic. This certificate prepares students to provide this support to the healthcare industry.

Courses are offered in Big Rapids, Grand Rapids, and Midland. In Big Rapids, courses are offered during the day, Grand Rapids courses are offered in the evening, and in Midland classes are offered on weekends.

## Get a Great Job

This certificate is ideal for individuals who want to learn the basic skills needed to become employed in a healthcare setting. Many entry level positions are available in hospitals and medical clinics. Full- and part-time positions are generally available. Salary ranges vary between sites, however, they generally range from \$7.00 to \$8.00 per hour.

## Admission Requirements

To be eligible for admission to the certificate program, the student must have a high school diploma or a GED. An ACT composite score of 19 or a SAT composite score of 900-930; an ASSET reading score of 43 and writing score of 44; OR a COMPASS reading score of 84 or writing score of 78 is required. High school or college course work in computers is helpful but not required.

## Graduation Requirements

To obtain the certificate, students must successfully complete all courses with a minimum grade of a "C". Individuals who complete the certificate will have earned 15 of the credits required toward completion of the Coding and Reimbursement Specialist Certificate and/or the Associate in Applied Science degree in Medical Record Technology.

## Required Courses

		Credit Hours
MRIS 100	Introduction to Health Records	4
MRIS 103	Medical Terminology	4
HCSA 202	Legal Aspects of Health Care	3
FSUS 100	Ferris State University Seminar	1
MRIS 191	Professional Practice	3



## More Information

College of Allied Health Sciences  
Ferris State University  
200 Ferris Drive  
Big Rapids, MI 49307  
Phone: 231-591-2316 or 1-800-462-8553, ext. 2316

**FERRIS STATE UNIVERSITY**

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